

**Specific TANF, WV WORKS, AFDC/U and
AFDC/U – Related Medicaid Requirements**

SCA Desk Guide issued for the current program year.

When the SCA voucher payee changes after issuance, but before the voucher is redeemed, and the new responsible adult is not the payee on the voucher, the Worker may use the SCA Payee Change Form, DFA-SCA-3, to identify the new payee. This form is completed by the Worker and sent with the client to the participating retailer. It may also be faxed to the retailer. It grants permission for the merchant to allow a person other than the payee named on the voucher to redeem the voucher.

NOTE: This form may also be used when the primary person is unable to use the SCA voucher to purchase clothing for the upcoming school year for the child(ren) due to other circumstances such as no photo ID, medically unable to shop for the child(ren), or death of the primary person.

Another option when the SCA voucher payee changes after issuance but before the voucher is redeemed is to make the new responsible adult the primary person. The original vouchers are returned and cancelled. New vouchers are issued through the auxiliary function in eRAPIDS. Information on this procedure is also found in the eRAPIDS SCA Desk Guide and User Guide, Chapter 4.

NOTE: If an auxiliary is requested, supervisory approval is required in RAPIDS.

C. REPORTS AND ISSUANCE HISTORY

1. SCA Report

Report WRRP792A on MOBIUS has information about special payments. The information regarding this report can be found in the eRAPIDS SCA Desk Guide.

2. Issuance History

eRAPIDS Benefit Issuance History screens are outlined and discussed in the eRAPIDS SCA Desk Guide.

D. VERIFICATION

All appropriate WV WORKS verification requirements in Chapter 4 apply.

E. POTENTIAL RESOURCES

All appropriate WV WORKS requirements in Chapter 5 apply.

F. NOTIFICATION

Notification is required.

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1. Approvals

Instructions to the client and the Governor's letter are included with all SCA vouchers upon approval.

2. Denials

WV WORKS denials result in consideration of eligibility for WVSCA when the response to the request for SCA is "Y" on the benefit request screen. See Appendix C of this Chapter.

G. COMMON ELIGIBILITY REQUIREMENTS

All appropriate WV WORKS requirements in Chapter 8 apply.

H. ELIGIBILITY DETERMINATION GROUPS

The Eligibility Determination Groups are the same as for WV WORKS. See Section 9.21.

I. INCOME

All WV WORKS income requirements in Chapter 10 apply. For SCA, income eligibility is based only on the month of July, the program month. When income has been previously verified within the last two months, additional income verification is not required. If appropriate, income must be updated in eRAPIDS.

J. ASSETS

There is no asset limit for SCA.

K. SPECIFIC REQUIREMENTS

1. Age And School Attendance

To be eligible for the WV WORKS SCA, the child must meet all of the following criteria.

- Must be a resident of West Virginia, not visiting or on vacation. See Section 8.2.
- Eligible for WV WORKS for July of the current program year.
- Enrolled in public or private school. School enrollment includes kindergarten through 12th grade, college, and approved home-schooling.